

**FISCAL YEAR 2009 YEAR-END PROCEDURES  
FOR ALL AGENCIES IN THE  
FOUNDATION FINANCIAL INFORMATION SYSTEM  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
CONTROLLER OPERATIONS DIVISION  
ACCOUNTING PROCESSING BRANCH**

## I. PURPOSE AND APPLICATION

This memorandum provides the specific requirements for recording obligations as of September 30, 2009, and submitting period-end estimates in lieu of actual obligation documents.

Compliance with these requirements will ensure that final financial reports are complete and valid with supporting documentary evidence as prescribed by fiscal law.

Although actual obligations are recorded officially in the Foundation Financial Information System (FFIS) records, there are normal delays in recording some obligations prior to the due date for the final financial reports. It is critical for your agency to process period-end estimates to cover obligations that may not have been received, nor yet processed in a feeder system by close of business (COB), September 24, 2009. Obligations input to the feeder systems through September 24, 2009, will be updated and available for review on September 25, 2009.

With the exclusion of Integrated Acquisition System (IAS), September 24, 2009, is the last day payment transactions will be processed in the administrative feeder systems for FY 2009. Please take the necessary steps to ensure that all documents for payment for FY 2009 are transmitted or mailed in time to be processed and scheduled for payment by September 24, 2009. All documents scheduled for payment after September 24, 2009, will be processed as FY 2010 business.

**Please note:** The Office of the Chief Financial Officer and the Office of Inspector General have established **October 27, 2009**, as the date for submission of final, unaudited FY 2009 USDA Financial Statements. This date results in compressed periods for the production and review of these financial reports.

Below are the Controller Operations Division's (COD) cutoff dates for the submission of documents and electronic transmissions for Fiscal Year-end 2009 processing:

- IAS will be available for processing and disbursing until 8:00 PM (CDT), September 29, 2009, for Deployment (D) 2 agencies. Please see IAS Exhibits I & II at the end of this procedural document addressing D1 & 2 agencies.
- Payment transactions must be entered and accepted into FFIS by COB September 24, 2009, whether they are updated through direct entry or a feeder system interface job.

- The last day feeder systems will process FY 2009 undelivered orders for inclusion in FY 2009 Financial Statements is September 24, 2009.
- Travel feeder systems will remain available for processing of FY 2009 undelivered orders until September 30, 2009. Obligations entered into these feeder systems after September 25, 2009, will be entered directly into FFIS as period-end estimates by COB September 30, 2009 for inclusion in the FY 2009 reports. The feeder system will continue to run but the interfaces will not be executed (starting on September 28, 2009) in FFIS until the system is opened for the new fiscal year. All activity entered after September 25, 2009, will be dated October 1, 2009 (FY 2010).
- The **final** FY 2009 Administrative Billings and Collections (ABCO) and the **final** FY 2009 Online Payment, Collection, and Reconciliation System (OTRS) jobs will run September 29, 2009.
- Corrections to the suspense files (**SUSF**) must be completed prior to COB on September 30, 2009, for inclusion in FY 2009 reports.
- Corrections to Reprocessed Payroll (**REPROC**) must be completed prior to COB on September 25, 2009, for inclusion in FY 2009 reports.

## II. ANALYZING AND ADJUSTING OBLIGATIONS

- A. Personnel Costs. Regular payroll costs are chargeable to the fiscal year in which the salary is earned; lump sum payments are chargeable to the fiscal year in which the date of separation occurs; and cash awards are chargeable to the fiscal year in which the award is approved.

COD will use estimated payroll costs for Pay Period (PP) 19. COD will compute obligation estimates for PP 19 that occur in FY 2009. The basis for these estimates will be **130 percent** of the **actual PP 17 costs**. **Please note:** Period-end estimates should be recorded in FFIS for: (1) any cash awards approved within the last 5 days of the month, and (2) lump-sum leave payments for all separations during September.

The Government Employees Services Division (GESD) will use estimated payroll costs for PP 19. GESD will compute obligation estimates for PP 19 that occur in FY 2009. The basis for these estimates will be **130 percent** of the **actual PP 17 costs**. Please refer to **Title I, Payroll/Personnel Manual, Chapter 7, Time and Attendance**

**Procedures, Section 1, Time and Attendance Instructions, Bulletin TNAINST 09-1, Fiscal Year-end Reminder, dated May 22, 2009**, for all payroll obligation estimates, stored accounting procedures, premium pay charges, and any/all payroll related matters.

1. Accounting Entered in System for Time & Attendance Reporting (web-based Timekeeping & Attendance).

- a. Stored accounting (Code 1) cannot be used in the accounting Data Usage Code block in PP 20. Payroll accounting can be stored beginning in PP 21 for the new fiscal year.

B. Travel and Transportation (E-Gov & Travel Systems)

- 1. Government Transportation System. When requesting transportation tickets from SATO, e-GovTrip, travel agencies, travel management centers, or the scheduled airline ticket office using the U.S. Bank Visa account, obligate all travel beginning on or prior to September 30, 2009, as FY 2009 business. All requests for round-trip tickets procured for trips beginning on or prior to September 30, 2009, even though return travel will be after September 30, 2009, should be obligated as FY 2009 business. Since the billing for all tickets issued in September by the travel agency will not be received at COD until October, a period-end estimate should be input to FFIS for the value of all travel commencing in September.

2. Per Diem, Mileage, and Other Incidental Expenses, Including Car Rental

- a. Travel System. For local and relocation charges, i.e., per diem, mileage, and other incidental expenses are chargeable to the fiscal year in which they are actually incurred. If you are not using the obligation feature in the travel system, you may need to prepare a period-end estimate for any unvouchered travel as of September 30, 2009, or a travel voucher not mailed in time to reach COD by 12 noon CDT, September 22, 2009.
- b. e-GovTrip. Charges for per diem, mileage, and other incidental expenses are chargeable to the fiscal year in which they are actually incurred. Ensure that you prepare Travel Order Numbers for approval for any travel up to September 30, 2009.

**Please note:** All agencies using Form AD-202 (Revised 11/96) as an obligation document in TRVL should enter a period-end estimate for any AD-202s that will not reach COD by September 22, 2009. All other approved travel in e-GovTrip Travel will have the obligated dollar amounts along with the authorized travel order number (TONO).

C. Procurement of Supplies, Materials, Equipment, and Services.

Integrated Acquisitions Systems (IAS) - All adjustments and/or updates to the IAS on-line system at the National Finance Center (NFC) complex must be completed by 8:00 PM CDT, September 29, 2009 for D2 agencies to be included in the final September reports for FY 2009. **(Please see the attached IAS Summary - Exhibit I, and IAS Fiscal Year 2009 Annual Close Letter - Exhibit II, referencing two distinct scenarios regarding the D1 & 2 FFIS Agencies).**

D. Telephone and Utilities - COD will charge FY 2009 when the period of service as shown on the invoice ends September 30, 2009, or earlier, and FY 2010 funds when the period of service ends later than September 30, 2009. COD will develop and report estimates of telephone and utility obligations. The estimates will cover complete unbilled periods of service. Period-end estimates should not be input to FFIS to cover the unbilled September service since the entire October bill will be charged to FY 2010. When the billing period is bi-monthly, billings should be reviewed to ensure that charges are distributed to the proper fiscal year, accordingly.

E. SMARTPAY2 Purchase Card System - COD will charge the FY2009 profile accounting classification established for each credit card for purchases made by September 25, 2009. Period-end estimates should be submitted for purchases made between September 25, 2009, and September 30, 2009. Agencies should contact their Local Agency Program SMARTPAY2 Purchase Card Coordinator to facilitate any changes to the profile accounting. The last file will be run the morning of September 25, 2009. Last day agencies can access SMARTPAY2 is September 25, 2009.

F. Administrative Billings and Collections - All government IBIL's requiring collection before fiscal yearend must be entered by COB September 22, 2009. All others where accounts receivables are to be established must be entered by COB, September 24, 2009. Estimated unbilled

receivables should be established for items not input by September 24, 2009.

**Please Note: Do not enter any activity with Budget Fiscal Year 2004 after September 24, 2009.**

III. **ELECTRONIC TRANSMISSIONS FOR FY 2010**

Electronic transmissions for FY 2010 may resume on September 30, 2009.

**FY 2009 Annual Close TimeLine; Integrated Acquisition System  
(IAS) Summary Procurement Systems Division**

On **Thursday, September 24, 2009**, the front end of IAS will come down at 7:00 PM Central Daylight Time (CDT). DBA's will ensure channels have processed all documents. COD will accelerate payments. Deployment (D) 1 agencies will not be allowed to process IM documents until October 5, 2009.

On **Friday, September 25, 2009**, D1 agencies must complete all procurement activity by 10:45 PM CDT. After that, IAS will come down and no new activity can take place for D1 agencies

**For D1 agencies**, on **Saturday and Sunday, September 26<sup>th</sup> and 27<sup>th</sup>** from 7:00 AM -7:00 PM CDT, Document Resolution managers will be allowed in IAS PRISM to correct and retry award documents only. Sunday, at 7:00 PM ends the IAS procurement processing year for D1 agencies. Any D1 documents that did not make it to accepted status in FFIS by the end of this day WILL NOT be converted into FMFI. D1 agencies can resume processing in IAS on October 5, 2009, for new business. D2 agencies will have normal business activity.

On **Tuesday, September 29, 2009**, the Commitment Reversal will run in **FINAL Mode** during the cycle reversing all purchase commitments that were never obligated; thus, the unobligated portion of the commitment is reversed in FFIS.

IAS remains up but the MQ Channels between IAS and FFIS are disconnected at the same time FFIS applications go down, approximately 15 minutes prior to 8:00 PM CDT {approximately 7:45 PM CDT}. The Final Commitment Reversal Report is used as input to reverse **IQ** lines in IAS that have never been obligated. If it was partially obligated then the **IQ** line is skipped in IAS.

On **Wednesday, September 30, 2009**, at approximately 6:00 AM CDT, FFIS Applications will become available as agencies finish their cycles. FFIS and **IAS (limited) are both up**; (not connected via MQ) FFIS will be up for period-end estimates. IAS PRISM will be brought online in the morning for FY 2009 activity (new and rejected document corrections) to be sent to finance. IAS PRISM will be brought down during the evening to conclude FY 2009.

At approximately 5:30 PM CDT, all FFIS applications go down, nightly cycles process documents, and the FDW is updated.

At **6:00 AM CDT Thursday, October 1, 2009**, IAS and FFIS MQ Channels (Interface) are reconnected and enabled. All FFIS applications are brought up and available after monthly close processing. Accounting periods "01" and "13" will open. IAS transactions will default to period "01". The "Retry for Close Button" is enabled in IAS to retry "IO's" without referencing the reversed Commitment. It will remain enabled the entire month of October. On November 1, 2009, it will be disabled. "IO's" and "IN's" will reject for **EXPIRED ACCOUNTS**. This is a level 9 override by the error manager.

For **D1 agencies**, IAS-FMMI Interface is enabled for Wave 1 (FMMI-Go-Live) to receive accounting and vendor codes. The IAS interface will be live for on-line users **October 5, 2009**, for new business.

**Note:** For all other questions relative to the IAS system, please contact Ray Varner at [Raymond.Varner@usda.gov](mailto:Raymond.Varner@usda.gov) or Kim Lepore at [Kim.Lepore@usda.gov](mailto:Kim.Lepore@usda.gov).

**TO:** Departmental Administration (DA) Officials  
IAS Steering Board (ISB)  
IAS Agency Leads  
Agency CFOs

**FROM:** Jon Holladay, Deputy Chief Financial Officer  
Office of the Chief Financial Officer

W.R. Ashworth, Acting Director  
Office of Procurement and Property Management

**SUBJECT:** Integrated Acquisition System (IAS) Fiscal Year 2009 Annual Close Procedures

The United States Department of Agriculture (USDA), under the leadership of the Office of the Chief Financial Officer (OCFO), is transitioning several Agencies from the current financial system, the Foundation Financial Information System (FFIS), to SAP under the Financial Management Modernization Initiative (FMMI). The IAS Program Management Office is preparing for two annual close scenarios pending USDA's final decision on the FMMI Deployment 1 Go-Live date.

**Scenario 1: If USDA proceeds with a FMMI Deployment 1 Go-Live date of October 1, 2009, the standard procedures for IAS annual close will be amended for all Deployment 1 Agencies.**

***Deployment 1 Agencies—must enter payment information into IAS by 8:00pm Eastern Time, Thursday, September 24, 2009, and complete their FY09 awards using IAS by 11:45pm Eastern Time, Friday, September 25, 2009.*** At midnight, general access to the IAS-FFIS interface will be unavailable and no new transactions will be processed for Deployment 1 Agencies. Document Resolution Managers (DRMs) will be allowed access to IAS for document correction and retry of award documents only from 8:00am to 8:00pm, Eastern Time, Saturday and Sunday after which all IAS access will be denied for Deployment 1 Agencies. Transactions not processed by Sunday, September 27, 2009, at 8:00pm Eastern Time will not be converted into FMMI.

***Deployment 2 Agencies—will observe a routine annual close.*** All FY09 awards must be entered into IAS by 8:45pm Eastern Time, Tuesday, September 29, 2009, after which the IAS-FFIS interface will be disconnected. The IAS-FFIS MQ channels will be reconnected and available for further procurement activities for Deployment 2 Agencies on Thursday, October 1, 2009.

**Scenario 2: If USDA postpones the FMMI Go-Live date for any Deployment 1 Agency, the procedures for IAS annual close outlined for Deployment 2 Agencies above will apply to that Agency.**

***Summary of Key IAS Annual Close Dates:***

- 9/24/09     Deadline for Deployment 1 Agencies to enter payment information into IAS
- 9/25/09     Deadline for Deployment 1 Agencies to enter awards into IAS
- 9/27/09     Deadline for Deployment 1 Agencies DRMs to make corrections to awards only
- 9/29/09     Deadline for Deployment 2 Agencies to enter awards into IAS
- 10/1/09     Reconnection of IAS-FFIS MQ channels for Deployment 2 Agencies only
- 10/1/09     Retry for close button is enabled for Deployment 2 Agencies
- 10/5/09     IAS-FMMI interface will be available for new business

We appreciate your attention to the scheduled dates and your cooperation with these important activities. We will provide updates and additional details through our website, forums, and IAS announcements once we are notified of USDA's decision. Please disseminate this information as you see fit and once again we look forward to another successful annual close.